

## Access Modules 1-3

### Objectives and Self-Assessments

#### Module 1 Objectives

By the end of Module 1, a student will be able to understand basic database concepts, how to move around in Access and know the difference between a table, query, form and report. Lastly, the student will be able to design, create, and maintain a table.

#### Module 1 Self-Assessment

##### Database Concepts

1.) Multiple Choice:

Q.) Components that make up an Access database are called \_\_\_\_\_.

- ☐ A. records
- ☐ B. objects
- ☐ C. tables
- ☐ D. reports

2.) Multiple Choice:

Q.) You connect two separate tables through a(n) \_\_\_\_\_ that appears in both tables.

- ☐ A. primary key
- ☐ B. foreign key
- ☐ C. common field
- ☐ D. value

3.) Multiple Choice:

Q.) Primary keys are \_\_\_\_\_.

- ☐ A. not necessary
- ☐ B. almost always used
- ☐ C. only used in special circumstances
- ☐ D. none of the above

4.) Multiple Choice:

Q.) The primary key whose values uniquely identify each record in a table, is called a \_\_\_\_\_ when it is placed in a second table to form a relationship between the two tables.

- ☐ A. primary key
- ☐ B. foreign key
- ☐ C. golden key
- ☐ D. smart key

5.) Multiple Choice:

Q.) Primary keys are \_\_\_\_\_.

- ☐ A. always set by Access
- ☐ B. never auto numbers
- ☐ C. unique identifiers for each record
- ☐ D. none of the above

6.) Multiple Choice:

Q.) Which of the following is a TRUE statement?

- ☐ A. A data value is a column in a table.
- ☐ B. A record is a column in a table.
- ☐ C. A field is a row in a table.
- ☐ D. A record is a row in a table.

7.) Multiple Choice:

Q.) A(n) \_\_\_\_\_ is a question you ask about the data stored in a database.

- ☐ A. table
- ☐ B. form
- ☐ C. query
- ☐ D. report

8.) Multiple Choice:

Q.) Unless you specify otherwise, the records resulting from a query are listed (sorted) by \_\_\_\_\_.

- ☐ A. the first field
- ☐ B. the primary key
- ☐ C. what order they were entered
- ☐ D. the last field

9.) Multiple Choice:

Q.) The quickest way to create a form is to use a(n) \_\_\_\_\_.

- ☐ A. Wizard
- ☐ B. AutoForm Wizard
- ☐ C. Template
- ☐ D. Outline

10.) Multiple Choice:

Q.) After creating a report, the AutoReport Wizard displays the report in \_\_\_\_\_ view.

- ☐ A. Outline
- ☐ B. Design
- ☐ C. Print Preview
- ☐ D. Datasheet

## Designing, Creating and Maintaining Tables in a Database

11.) Multiple Choice:

Q.) Normalizing a database will:

- ☐ A. Help to prevent redundant data
- ☐ B. Have no effect on the accuracy of the database
- ☐ C. Run queries automatically
- ☐ D. None of the above

12.) Multiple Choice:

Q.) What is the purpose of the data type property for a field?

- ☐ A. Determines the properties that can be set for a field
- ☐ B. Allows the user to set formats for the field
- ☐ C. Determines the type of data that will be entered into the field.
- ☐ D. All of the above.

13.) Multiple Choice:

Q.) For which two types of fields do you assign a field size?

- ☐ A. Number and Date/Time
- ☐ B. Currency and Text
- ☐ C. Text and Number
- ☐ D. Text and Memo

14.) Multiple Choice:

Q.) Why was the OrderNum field defined as a text field?

- ☐ A. Numbers will be used for calculations.
- ☐ B. Numbers will not be used for calculations.
- ☐ C. Numbers will include letters.
- ☐ D. None of the above.

15.) Multiple Choice:

Q.) A(n) \_\_\_\_\_ value, which results when you do not enter a value for a field, is not permitted for a primary key.


- ☐ A. true
- ☐ B. false
- ☐ C. null
- ☐ D. empty

16.) Multiple Choice:

Q.) What does a pencil symbol in a datasheet's row selector represent?

- ☐ A. Enter mode for selected record.
- ☐ B. Edit mode for selected record.
- ☐ C. An Error within selected record.
- ☐ D. Row available for New record.

17.) Multiple Choice:

Q.) What does a  symbol indicate in a datasheet's row selector represent?

- ☐ A. Row available for a new record.
- ☐ B. Enter mode for selected record.
- ☐ C. Edit mode for selected record.
- ☐ D. An Error within selected record.

18.) Multiple Choice:

Q.) What is the difference between Navigation mode and Editing mode?

- ☐ A. With Navigation mode, the entire content of the cell is selected, with Edit mode the insertion point is visible.
- ☐ B. With Editing mode, the entire contents of the cell is selected, with Navigation mode, the insertion point is visible.
- ☐ C. Navigation mode allows you to move the insertion point between characters in a cell.
- ☐ D. None of the above.

19.) Multiple Choice:

Q.) What is the effect of deleting a field from a table structure?

- ☐ A. A blank field replaces the current field.
- ☐ B. The field and all its values are removed from the table.
- ☐ C. The field is removed, but the values remain.
- ☐ D. None of the above.

20.) Multiple Choice:

Q.) How do you insert a field between existing fields in a table structure?

- ☐ A. Select Insert, Rows menu item.
- ☐ B. Click the Insert Rows button on the Standard toolbar.
- ☐ C. Choose "Insert Rows" from the shortcut menu.
- ☐ D. All of the above.

21.) Multiple Choice:

Q.) A field with the \_\_\_\_\_ data type appears in the table datasheet as a check box.

- ☐ A. Text
- ☐ B. AutoNumber
- ☐ C. Yes/No
- ☐ D. Hyperlink

## Module 2 Objectives

By the end of Module 2, a student will be able to set a table's field properties, copy records from another table, modify a table's format in Datasheet view, and set up how pages print and print a table. The student will also be able to create a query using a Wizard, create a new database and add a table using design view, datasheet view, and importing Excel data into an Access table.

## Module 2 Self-Assessment

1.) Multiple Choice:

Q.) Which property do you use to control the display appearance of a field value?

- ☐ A. Caption
- ☐ B. Format
- ☐ C. Field Size
- ☐ D. Default Value

2.) Multiple Choice:

Q.) The **Default Value** property is used to \_\_\_\_\_.

- ☐ A. add standard text that is automatically entered into a field
- ☐ B. assign a true or false value to a field
- ☐ C. specify whether a value is required in a field
- ☐ D. specify a message to be displayed when invalid data is entered in a field

3.) Multiple Choice:

Q.) To help ensure correct data is entered into a field, use the \_\_\_\_\_ property.

- ☐ A. Format
- ☐ B. Caption
- ☐ C. Validation Rule
- ☐ D. Validation text

4.) Multiple Choice:

Q.) \_\_\_\_\_ defines a standard format for phone numbers, zip codes, social security numbers, and various date and time formats.

- ☐ A. A default value
- ☐ B. An index
- ☐ C. An input mask
- ☐ D. Validation text

5.) Multiple Choice:

Q.) Why would you close an open database?

- ☐ A. To copy records to it from a table in another database.
- ☐ B. To open another database.
- ☐ C. When you are finished working in the database.
- ☐ D. All of the above

6.) Multiple Choice:

Q.) To copy records to an existing table, select the \_\_\_\_\_.

- ☐ A. first cell in the new record row
- ☐ B. entire new record row
- ☐ C. last cell in the new record row
- ☐ D. All of the above

7.) Multiple Choice:

Q.) Modifying a Table's Format in Datasheet View, allows you to \_\_\_\_\_.

- ☐ A. Change Row Height and Column Width
- ☐ B. Change the Font
- ☐ C. Change the Datasheet Color
- ☐ D. All of the above.

8.) Multiple Choice:

Q.) The best way to change the width of multiple columns, is to \_\_\_\_\_.

- ☐ A. double-click the right border of each column separately
- ☐ B. select the columns by clicking on the select all records area (left of column A above Row 1 indicator), and then double-click the right border of any column
- ☐ C. click the first column heading and drag to the last column heading, then double-click the right border of any column
- ☐ D. All of the above

9.) Multiple Choice:

Q.) Freezing a column, will \_\_\_\_\_.

- ☐ A. temporarily hide that column
- ☐ B. force the column to stay on the current screen when scrolling
- ☐ C. not allow the column's formatting to be changed
- ☐ D. not allow the column to be deleted in design view

10.) Multiple Choice:

Q.) When Moving, Hiding, or Freezing a column, the first step in the process is to select the \_\_\_\_\_.

- ☐ A. Format menu
- ☐ B. Tools menu
- ☐ C. Column
- ☐ D. Insert menu

11.) Multiple Choice:

Q.) To change the orientation of the page from Portrait to Landscape, choose \_\_\_\_\_.

- ☐ A. Format, Page
- ☐ B. File, Page Setup
- ☐ C. Edit, Page Setup
- ☐ D. Format, Page Setup

12.) Multiple Choice:

Q.) The keyboard method to move from the field name window to the properties window is

- ☐ A. F4
- ☐ B. F5
- ☐ C. F6
- ☐ D. F7

## Module 3 Objectives

By the end of Module 3, a student will be able to create select queries using the Query Design window, define table relationships with referential integrity options, sort records, filter records, and find records.

## Module 3 Self-Assessment

### Simple Queries and Table Relationships

#### 1.) Multiple Choice:

Q.) A select query is \_\_\_\_\_.

- ☐ A. the default query type
- ☐ B. allows the user to specify which fields and records to be selected
- ☐ C. retrieves data from one or more tables
- ☐ D. All of the above

#### 2.) Multiple Choice:

Q.) How are a table datasheet and a query datasheet similar?

- ☐ A. They have the same name.
- ☐ B. They look exactly the same.
- ☐ C. They have the same amount of columns.
- ☐ D. They have the same fields.

#### 3.) Multiple Choice:

Q.) How are a table datasheet and a query datasheet different?

- ☐ A. Table datasheets contain permanent data, whereas a query datasheet is temporary data based on the criteria of the query.
- ☐ B. Table datasheets contain temporary data, whereas a query datasheet is permanent data based on the criteria of the query.
- ☐ C. Table datasheets can be formatted, and query datasheets cannot.
- ☐ D. Query datasheets can be formatted, and table datasheets cannot.

#### 4.) Multiple Choice:

Q.) If the records in Table A have a one-to-many relationship with the records in Table B, which of the following statements is true?

- ☐ A. Table A is the primary table and Table B is its related table.
- ☐ B. Which table is the primary depends on how their respective primary keys.
- ☐ C. There is not enough information to determine which table is the primary table.
- ☐ D. Table B is the primary table and Table A is its related table.



5.) Multiple Choice:

Q.) \_\_\_\_\_ is a set of rules that Access enforces to maintain consistency between related tables when you update data in a database.

- ☐ A. Regulatory Rules
- ☐ B. Referential Integrity
- ☐ C. Referential Rules
- ☐ D. Filters

6.) Multiple Choice:

Q.) Which statement is False? When Enforce Referential Integrity is selected, \_\_\_\_\_.

- ☐ A. none of these statements is false
- ☐ B. you cannot delete a record in the primary table when you add a record to a related table
- ☐ C. a matching record must already exist in the primary table when you add a record to a related table
- ☐ D. you cannot change the value of a primary key field in the primary table if the change causes an orphan record in the related table

7.) Multiple Choice:

Q.) A \_\_\_\_\_ exists when one of each data value in the common field of the first table matches one of these values in the second table.

- ☐ A. one-to-one relationship
- ☐ B. one-to-many relationship
- ☐ C. many-to-many relationship
- ☐ D. common field

8.) Multiple Choice:

Q.) Which statement regarding joining (relating) tables in a query is NOT true?

- ☐ A. All of these statements are true.
- ☐ B. Tables that are related are joined automatically.
- ☐ C. You can join tables on fields with different names.
- ☐ D. Deleting a join line in a query affects only that query.

**Sorting, Filters and Find**

9.) Multiple Choice:

Q.) For a date/time field, what is ascending sort order?

- ☐ A. Most recent to oldest date
- ☐ B. Oldest date to most recent

10.) Multiple Choice:

Q.) In a query that has two fields marked to be sorted, which one will Access sort first?

- ☐ A. The field that is the primary key in the table.
- ☐ B. The field that appears leftmost in the table.
- ☐ C. The field that appears leftmost in the query.
- ☐ D. The field that is marked first in the table.




11.) Multiple Choice:

Q.) A(n) \_\_\_\_\_ is a set of restrictions you place on the records in an open table/query datasheet to temporarily isolate a subset of records.

- \_\_\_\_\_ A. filter
- \_\_\_\_\_ B. sort
- \_\_\_\_\_ C. query
- \_\_\_\_\_ D. class

12.) Multiple Choice:

Q.) Which toolbar button is the *filter by selection* button?

- \_\_\_\_\_ A. 
- \_\_\_\_\_ B. 
- \_\_\_\_\_ C. 
- \_\_\_\_\_ D. 